



# CITY OF HOUSTON

## Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Bureau Chief, Public Health (EXE LEV)
3	Posting Number	PN# 102756
4	Department	Health & Human Services Department
5	Division	Office of Surveillance and PH Preparedness
6	Section	Public Health Preparedness
7	Reporting Location	8000 N Stadium
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises and coordinates the activities of bureau employees. Provides consultative and educational expertise and support in a specialized public health area.

**CORE FUNCTIONS**

- Develops and oversees protocols and policies for Public Health Preparedness activities.
- Supervises staff in Public Health Preparedness Program.
- Provides leadership within the Public Health Preparedness professionals in the City of Houston.
- Provides management and oversight to grant objectives.
- Represents the Department on or chairs committees within and outside of the department.
- Serves as a liaison between the Department, the public and the medical community on matters related to Public Health Preparedness.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

A Doctoral degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

- Four years of supervisory and administrative experience in a major health agency are required.
- A Master's degree in Public Health or a closely related field such as Biology, Microbiology, Chemistry or Physics, and seven years of supervisory and administrative experience in a major health agency may be substituted for the above education and experience requirements.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**

- Experience in planning, organizing, and facilitating daily administration of a large program.
- Experience in Bioterrorism preparedness.
- Experience in writing, oversight and reporting on grants.
- Experience in coordination of large program activities with external/internal agencies.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

17 **SALARY INFORMATION** **GRANT FUNDED POSITION**

**This position is dependent upon continued available funds.** If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 30  
\$1,999 - \$2,806 Biweekly \$51,974 - \$72,956 Annually

18 **OPENING DATE** January 26, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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